

Level 2 – Intermediate

Level 2 is designed for individuals who have been in the military community and now want to develop leadership skills for personal development. These classes enhance skills in relationships, leadership, crisis and conflict management, communication, and group management.

2.01.1 Enhancing Relationship Building

Includes concepts such as "building blocks" and "stumbling blocks" and teaches methods of maintaining successes and of meeting people.

From the instructions given in this class, students learn how to build cohesive teams by capitalizing on the uniqueness of each member. Exercises in class demonstrate the methods used to encourage members to work together.

2.01.2 Introduction to Effective Leadership

Provides instruction on leadership traits from the perspective of the group and the leader. Covers situations that normally arise and communication essential for effective leadership.

2.02.1 Volunteer Management/Marketing Volunteer Experience

Teaches methods of recruitment, training, retention, validation, and recognition of volunteer staff within a community program. Also provides guidance on how to use volunteer experience as a resource in seeking paid employment.

2.02.2 Management Skills: Communication

Provides instruction on the types, ways, and principles of effective communications. Examples will be studied and discussed.

2.02.3 Management Skills: Conflict Management

Focuses on the balance between conflict and cooperation by stressing the functions, the types, and the methods for managing conflict within groups.

2.02.4 Management Skills: Understanding Needs

Provides instruction on Maslow's Hierarchy of Needs (physiological, safety, socialization, self-esteem, and self-actualization) and how these needs affect the group.

2.02.5 Management Skills: Crisis and Grieving

Provides instruction on developing the abilities needed to span from crisis to trauma. Discusses the steps of crisis intervention and highlights the unit ministry team/community clergy.

2.02.6 Management Skills: Group Dynamics

Discusses the establishment and execution of group norms, including the various roles available within a group and how best to channel these energies.

2.03.1 Adapting to Change

Teaches how to use change as a positive change within an individual's life.

2.03.2 Stress Management

Covers the definition, causes, symptoms, and effects of stress. Discusses methods of controlling, eliminating, and properly utilizing stress.

2.03.3 Intermediate Problem Solving

Teaches problem-solving techniques through practical exercises.

2.03.4 Time Management

Teaches personal and professional time management methods.

2.03.5 Meeting Management

Provides instruction on effective meeting management from the decision to conduct a meeting through the meeting itself. Also discusses the roles of the various participants.

2.04.1 Networking with Community Agencies

Discusses the importance of networking within the military and civilian communities.

2.04.2 Building a Resource Library

Discusses how to build a resource library within the organization or unit. Materials will be distributed to help start such libraries.

2.04.3 Family Support Groups

Covers how to establish, conduct, and maintain a family support group and also discusses the group's relationship with the parent organization or unit.

2.04.4 Military Grade and Command Structure

Provides a continuation of the Level I course, 'The Chain of Command and the Chain of Concern'.

2.04.5 Benefits, Entitlements, and Compensation

Covers the benefits, entitlements, and compensation for military and civilian service. Teaches the material using basic terms that are easy for family members understanding and use.

2.04.6 Traditions, Customs, Courtesies, and Protocol

Provides instruction on the traditions, customs, courtesies, and protocol of the military community.

